



**P&T – Tenure Track & APT Faculty**  
**2020 -2021 Timeline**  
**September 2020 – November 2021 (P&T received BOR May 2022)**

Due Date	Action
September 9 <sup>th</sup> & 21 <sup>st</sup> , 2020	<b>CEHD Associate Dean for Faculty Affairs:</b> Conduct a Workshop on Promotion/Promotion and Tenure process Sept 9 <sup>th</sup> (P&T faculty in year 4) Sept 21 <sup>st</sup> (P&T faculty in years 1-3)
October 5, 2020	<b>Department Heads</b> <ul style="list-style-type: none"> <li>Provide a list of upcoming candidate's promotion or promotion and tenure to Associate Dean for Faculty Affairs.</li> <li>Begin soliciting potential external reviewer names from candidates and compiling a second list of potential reviewers from higher-ranked faculty in candidate's program and/or the same field of study</li> </ul> <b>Candidate:</b> Begin drafting/revising candidate statement, updating the vitae, and identifying sample publications and other materials as appropriate (see candidate checklist).
December 5, 2020	<b>Candidate:</b> Submits draft dossier and external review list to Department Head.
January 29, 2021	<b>Department Heads:</b> Identify initial pool of external reviewers from peer institutions that reflects a balance of names from the candidate and names from the faculty in his/her program/discipline. <ul style="list-style-type: none"> <li><b>IMPORTANT:</b> Candidates should not have any contact with potential external reviewers to inquire about their willingness to write a letter.</li> </ul> <b>Faculty Mentors:</b> Conduct a feedback review for candidate's dossier to assist the candidate in preparing a compelling dossier before sending out for external review.
January 29, 2021	
February 15, 2021	<b>Departments</b> must submit, for each candidate the following documents to Faculty Affairs office (via Interfolio) <ul style="list-style-type: none"> <li>College Chart (just with your department info)</li> <li>Faculty Bio</li> <li>Faculty Tenure Table</li> <li>Faculty Summary Data Table</li> <li>Faculty Grants Chart</li> </ul>
March 8, 2021	<b>Department Heads:</b> <ul style="list-style-type: none"> <li>Contact identified external reviewers and request participation.</li> </ul>
March 31, 2021	<ul style="list-style-type: none"> <li>Send candidate's P&amp;T materials to external reviewers.</li> </ul>
August 2, 2021	External review letters due to department.
September 10, 2021	<b>P&amp;T Review Committee:</b> P&T committee review letters submitted to department. (Meeting date should be set up a year in advance).
September 24, 2021	<b>Department Heads</b> <ul style="list-style-type: none"> <li>Conduct review of each candidate's dossier, external letters, and departmental P&amp;T Committee letters and write DH evaluations to Dean</li> <li>Forward each candidate's full dossier (including departmental P&amp;T Committee evaluations, DH evaluation, and cover sheet) to Associate Dean for college level reviews. (Use submission guidelines from the college.)</li> </ul>
September 27 – October 1, 2021	<b>Faculty Affairs Office:</b> Reviews dossiers for compliance with <a href="#">University T&amp;P Guidelines</a> ; returns to Departments to make corrections
October 11, 2021	<b>College Review Committee:</b> Submit committee letters reporting vote, recommendation and rationale to Associate Dean for Faculty Affairs.
October 22, 2021	<b>College Review Committee:</b> Recommendation forwarded to Dean through Associate Dean for Faculty Affairs.
November 19, 2021	<b>Dean:</b> Notifies DH of each candidate's recommendation and submits the recommendation to DOF